

CITY OF BURBANK

ASSISTANT MANAGEMENT SERVICES DIRECTOR – LABOR RELATIONS AND HUMAN RESOURCES

DEFINITION

Under general direction, to plan, organize, and direct the Labor Relations and Human Resources Division of the Management Services Department; and to do related work as required.

ESSENTIAL FUNCTIONS

Plans, organizes, and directs all activities within the Labor Relations and Human Resources Division of the Management Services Department; to serve as the department manager in the absence of the Management Services Director; develops plans, programs, and operations for effective personnel management operations; manages citywide personnel functions, including recruitment and selection, classification and compensation, labor relations, employee benefits, EEO, and reprographics; recommends revisions to the Classification Plan and Personnel Policy to the Civil Service Board; supervises the collection and interpretation of salary data and makes salary recommendations to the Management Services Director; supervises the management and execution of personnel policies; evaluates training needs and directs the implementation of training programs; resolves employee problems and complaints; meets and confers with representatives of recognized employee organizations; advises department managers on personnel and employee relations matters; supervises, trains, and evaluates employees; makes effective recommendations regarding hiring, promotions, and transfers; effectively recommends disciplinary action as needed, up to and including termination; drives on City business.

MINIMUM QUALIFICATIONS

Employment Standards:

- Knowledge of - modern principles, methods and problems in public personnel administration organization and methods analysis, statistical and administrative analysis, and reliability and validity; the principles and practices of sound personnel management and supervision.
- Ability to – plan and direct the work of others; communicates effectively, both verbally and in writing; effectively analyzes and evaluates program operations; establish and maintain effective working relationships with supervisors, fellow employees, and the public.

Education/Training: Any combination of education and/or experience that has provided the knowledge, skills, and abilities necessary for acceptable job performance as determined by the City. Example combination includes, but is not limited to, five years of progressively responsible administrative, supervisory, and personnel management experience and graduation from an accredited college with a degree in public or business administration, industrial psychology, or a related field.

License & Certificates: A valid California Class “C” driver’s license or equivalent at time of appointment.

SUPPLEMENTAL INFORMATION

None.